

## Temporary Part-time Position Available

Brandywine Community Library, 60 Tower Drive, Tipton, Pa 19562

[www.berkslibraries.org/branch/brandywine](http://www.berkslibraries.org/branch/brandywine)

Position Title: Temporary Part-Time Summer Program Assistant

Reports to: Youth Services Coordinator and Library Director

Purpose of the Position: Perform a variety of duties to assist with summer reading program and shelving library materials during the busy summer season. Position is for only 8 weeks beginning June 10th, 25 hours per week and includes weekdays, Tuesday evenings and Saturdays. See schedule below.

### Essential Duties and Responsibilities:

1. Assists in preparation for summer reading program by preparing crafts, maintaining prize shelves, decorating, set up and clean up for programs, photocopying, supervising as well as leading programs and other duties as assigned by the Youth Services Coordinator and Library Director
2. Enter data into Excel for tracking.
3. Assists in maintaining library facilities by picking up toys, straightening books, chairs, shelves, papers and magazines, dusting and emptying waste containers when needed.
4. Shelf library materials and pull holds as needed.
5. Other library duties as assigned.

### Skills needed:

Comfortable working with children and adults.  
Able to use computers and proficient with Excel.  
Follow detailed oral and written instructions.

Must be 18 or older. All employees must obtain the following three clearances before starting employment: (1) Pennsylvania Child Abuse History Clearance, (2) Pennsylvania State Police Criminal Record Check, and (3) FBI fingerprint check if have not lived in Pennsylvania for the last ten years. All employees must take Mandated Reporter training once hired.

Schedule: Part time- 25 hours per week for 9 weeks. Schedule is: Monday 10-3, Tuesday 2-7, Wednesday off, Thursday 10-3, Friday 10-3 and Saturday 10-3.

Pay rate is \$11.00 per hour

Application Deadline: until filled or April 15, 2024

Send resume and a cover letter to:

Heather Wicke  
Library Director  
Brandywine Community Library  
60 Tower Drive, Tipton, PA 19562

Or email to [bcl@brandywinelibrary.org](mailto:bcl@brandywinelibrary.org)

Brandywine Community Library is an Equal Opportunity Employer